

HUMAN RESOURCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses an administrative position which is responsible for the Human Resource function in the fire department, the primary duties of which include assisting the Secretary to the Fire Chief in maintaining employee benefit programs, processing payroll, and updating or creating departmental policies and procedures concerning the hiring process. The employee of this class writes reports, correspondence, and maintains a records system. The incumbent works with a high level of independence, receiving only limited direct supervision. The Human Resource Officer exercises no supervisory authority over fire department personnel. The incumbent in this class reports directly to and has work reviewed by the Secretary to the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Manages the operation of the human resources division. Assists in developing management policies and reviews policies for accuracy and compliance. Participates in conferences, conventions, and other educational meetings. Keeps promotional eligibility lists in accordance with civil service law and works with boards or agencies whose operations affect the department and its employees. Studies new laws, regulations, ordinances, and court rulings relating to the department to determine if changes in policies and procedures are needed. Plans and organizes personnel operations in the department, maintains employee roster, and sees that all personnel policies conform to EEOC standards. Reviews new employment applications, verifies the information provided, and assists the Secretary to the Fire Chief with scheduling prospective employee interviews. Performs all functions associated with employee separation and vacations. Coordinates all communication with applicants. Develops a hiring time line, distributes applications to interested persons, and ensures that applicants complete all paperwork. Holds meetings with personnel to receive reports and disseminate information. Receives department employment records, checks for errors, and returns to personnel for corrections.

Aids the Secretary to the Fire Chief in managing the accounting for the money and assets of the department and prepares payroll records. Prepares federal and state tax reports for the department and assists auditors. Develops and submits budgetary correspondence. Assists department personnel in the maintenance of budget and accounting records, compiles fiscal data, and identifies

budget issues. Communicates with vendors to establish accounts, reconciles differences in accounts, and ensures accurate payment is received. Processes checks for disbursement. Maintains records of and processes payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Prepares employee time records and payroll checks. Assists the Secretary to the Fire Chief in coordinating worker's compensation claims and insurance problems. Works as a liaison with doctors' offices when group health insurance plans change.

Provides for the maintenance of all department records. Compiles and organizes data needed for reports. Sets up a filing system, revises system when necessary, and retrieves records from the files. Keeps records on the location of materials removed from files and traces missing files. Opens, sorts, and distributes incoming mail, places and answers telephone calls, and schedules appointments.

Acts as receptionist to visitors and directs them to the appropriate personnel. Handles any routine requests by visitors to the office. Assists the Secretary to the Fire Chief in responding to requests addressed to the fire department. Types any assigned documents and takes minutes at meetings. Writes newspaper articles or other department position papers for publication. Aids the Secretary to the Fire Chief in answering questions from the public about the operation of the fire department.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed

to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must possess five (5) years of human resource related experience.